



United States District Court District of Montana

Vacancy Announcement 10D:2015

Position Title:	Court Crier
Duty Station:	Russell Smith Federal Courthouse, Missoula, MT
Starting Grade/Salary:	JSP 5-6, \$15.35 – 17.11/hour
Announcement Date:	April 24, 2015
Application Deadline:	June 1, 2015 preferred, open until filled
Appointment Type:	Part time, 15 hours per week
Appointment Term:	September 8, 2015 – May 31, 2016

Representative Duties:

The Court Crier works in the chambers of Chief United States District Judge Dana L. Christensen and assists the judge and law clerks with legal research, legal analysis, and the preparation of draft memoranda, orders, and opinions. The court crier is a member of the judge's personal chambers staff and must maintain strict confidentiality regarding any subject matter related to the business of chambers or the judge's case load. The work is performed in an office and courtroom setting.

Qualifications and Requirements:

Qualified applicants will be pursuing a law degree and will have completed one year of law school. Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to the *Judicial Code of Conduct*, available at www.uscourts.gov. All employees of the U.S. Court are subject to a background investigation and fingerprint check.

To be considered for this position applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
 - 2) Current resume;
 - 3) Names and contact information for three professional references;
 - 4) Form AO-78, Application for Judicial Branch Employment, available at www.uscourts.gov/careers
- Note: the last page of the AO-78 requires a signature.

The position will be open until filled, however applications received by June 1, 2015 will receive first consideration. Submit application documents as PDF attachments to:

sharon_hardwick@mtd.uscourts.gov
Subject line: USDC Application (last name)